



Missouri Department of Natural Resources

Division Information Officer for Missouri State Parks (Unclassified) **\$41,712-\$61,620 annual**

The Missouri State Parks, a division of the Missouri Department of Natural Resources, is seeking an energetic, self-motivated individual for its division information officer position headquartered in Jefferson City, Mo. The mission of the state park system is to preserve and interpret the state's most outstanding natural landscapes and cultural landmarks, and to provide outstanding recreational opportunities compatible with those resources.

The position is responsible for all public information-related activities to promote Missouri State Parks. The division administers 87 state parks and historic sites, along with the State Historic Preservation Office and federal grant programs for outdoor recreation and trail projects.

Essential functions/examples of work:

- Writes, edits and coordinates all division press releases to inform the public about the state park system and the State Historic Preservation Program
- Maintains effective working relationship with the media and stays informed about the division's issues as reflected in the media. Scans Kansas City Star, St. Louis Post Dispatch and other key papers for division-related issues.
- Is responsible for content of all publications (brochures, fliers, posters, exhibits) for the division. This includes researching, writing, editing, coordination with appropriate staff and graphics staff. This position will review all publications for content, appropriateness, clarity, grammar and organization.
- Represents the division on the editorial board of *Missouri Resources* and coordinates the division's information for the department's magazine.
- Writes speaking points and speeches for division directors and coordinates speaking points for the department director with the department's communication director
- Coordinates with filming companies and commercial photographers to obtain permits to make commercial films or advertisements in state parks or sites.
- Helps coordinate answering requests from the general public and from legislators. Position is expected to keep informed about legislative issues related to the division.
- Monitors division's blog site, responds when appropriate and adds new blogs. Assists with Twitter and Facebook pages.

The Department of Natural Resources offers a competitive salary and an excellent fringe benefits package including paid vacation, paid sick leave, paid holidays, paid retirement (defined benefit), deferred compensation and cafeteria plan. Interested persons should submit a cover letter, resume and salary requirements to Human Resources Program, Missouri Department of Natural Resources, P.O. Box 176, Jefferson City, Missouri 65102 (573/751-2518) (TDD users call Missouri Relay at 800/735-2966).

Minimum requirements: Candidate's with a bachelor's or master's degree in Journalism, Communications, Public Relations, Advertising, Marketing, or a closely related field; and four or more years of professional experience in public relations, advertising, marketing, film/video production or journalism. Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education. Candidates should also possess:

- Strong interpersonal and customer service skills.
- Strong verbal and written communication skills.
- Ability to work independently and on a team.
- Ability to handle multiple, changing priorities effectively and in a timely manner.
- Strong critical thinking skills.
- Demonstrates best practices in the use of social media.

For more information about the department, please visit us at www.dnr.mo.gov.

Equal Opportunity Employer